

Portage Park District
Board of Commissioners Regular Meeting
January 9, 2023 6:00 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Agenda

1. Roll Call
2. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
3. Approve minutes of the December 2022 Regular Meeting (*Journal Entry 2023-01*)
4. Presentation and approval of Financial Statement: December 2022 MTD and YTD Budget Report and Cash Balance Reports (*JE 2023-02*)
5. Executive Director Staff Update
6. Other Information/Briefing Items/Policy Updates:
 - a. Draft Crystal Lake project grant budget and acquisition agreement
 - b. Ravenna Road Bridge improvement plans and ROW request
7. Old Business and approval of action items:
 - a. RESOLUTION 2023-XX: Authorize Brady Tower Improvements bidding: *TABLED pending Towner's Woods transfer (*JE 2023-03*)*
8. New Business and approval of action items:
 - a. RESOLUTION 2023-01: Approve December 2022 Expenditures
 - b. RESOLUTION 2023-02: Approve donation from Portage Park District Foundation for \$45,020
 - c. RESOLUTION 2023-03: Approve pending donation from the estate of Dennis Babareka
 - d. RESOLUTION 2023-04: Authorize Transfer Agreement from Portage County for Towner's Woods
 - e. RESOLUTION 2023-05: Authorize Transfer Agreement from Portage County for Franklin Connector
 - f. RESOLUTION 2023-06: Authorize Purchase and Sale Agreement with Willis Thomas – *TABLED (*JE 2023-04*)*
 - g. RESOLUTION 2023-XX: Authorize Clean Ohio grant application for Crystal Lake Phase I Acquisition – *TABLED (*JE 2023-05*)*
 - h. RESOLUTION 2023-07: Authorize right of way agreements for Ravenna Road bridge replacement
 - i. RESOLUTION 2023-08: Adjust pay scale for Office Manager job description
9. Executive Session: As needed to discuss the sale or purchase of real estate and the hiring and compensation of personnel (*none needed*)

10. Adjourn

**Portage Park District
Board of Commissioners Regular Meeting
December 12, 2022, 6:00 pm**

**PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266**



Minutes

President of the Board Commissioner Charles Englehart called the meeting to order at 6:01 pm

1. **Roll Call:** Commissioners present: Commissioner Englehart, Commissioner Hrdy, Commissioner Orashan, Commissioner Ruehr. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Steward; Andrea Metzler, Public Engagement Manager; Kevin Nietert, Chief Ranger; Eric Seachrist, Office Manager.
2. **Public Comment:** None
3. **Approve minutes of the October 31, 2022 Regular Meeting:** Upon a motion by Ruehr and second by Hrdy, the minutes were approved. **JE 2022-12-12-37**
4. **Presentation and approval of Financial Statements:** The October 2022 MTD and YTD Budget Report and Cash Balance Reports were reviewed by the Board. Upon a motion by Orashan, seconded by Ruehr the October financial reports were approved. **(JE 2022-12-12-38)**. The November 2022 MTD and YTD Budget Report and Cash Balance Reports were then reviewed by the Board. Upon a motion by Hrdy, seconded by Orashan the November financial reports were approved. **(JE 2022-12-12-39)**
5. **Executive Director and Staff Update:**
 - a. Craycroft provided updates on improvement projects including Dix and Trail Lake picnic areas.
 - b. Craycroft discussed the progress of acquisitions and easements related to Crystal Lake and Headwaters Trail
 - c. Craycroft discussed the proposed 2023 budget, which was recently reviewed by the Executive Director and senior staff. A motion was made to accept the budget by Hrdy. Ruehr seconded the motion and the motion was unanimously approved (see **Resolution 2022-45**).
 - d. Craycroft reported on and welcomed the recent hires of Education Coordinator, Holly Stoneberg and Office Manager, Eric Seachrist.
 - e. Alderman provided an update on operations, highlighting project management efforts for Trail Lake Park and Dix Park, as well as demolition and abatement efforts anticipated for the residential structure at Towner's Woods.
 - f. Englehart commended Metzler on her recent passage of the Certified Park and Recreation Professional Exam. Metzler continued the discussion by reporting recent in public engagement, highlighting the preparation of a "Know Your Parks" guide and a recent volunteer recognition event at the Morgan Center.
 - g. Lange reported that PPD staff Tomas Curtis and Emmett Roberts gave a stewardship

The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment

presentation on Local Flora at KSU. Lange, Curtis, Roberts and Craycroft all presented at a KSU Career Pathways in Biology class.

6. Other Information/Briefing Items/Policy Updates:

- a. Proposed 2023 budget appropriations (item was discussed and approved under 5.c., above).

7. Old Business and approval of action items:

RESOLUTION: Authorize bidding Brady Tower Improvements: The transfer of title was not yet complete. Upon a motion by Ruehr and second by Orashan, the resolution was tabled. (JE 2022-12-22-40)

8. New Business and approval of action items:

- a. October 2022 Expenditures: The Board reviewed the attached list of expenditures. Upon a motion by Hrdy and second by Ruehr the attached **RESOLUTION 2022-46** was unanimously approved.
- b. November 2022 Expenditures: The Board reviewed the attached list of expenditures. Upon a motion by Ruehr and second by Orashan the attached **RESOLUTION 2022-47** was unanimously approved.
- c. Reclassification of Advances into Transfers: Final receipts of grant funds were received in the Tinkers Creek Greenway Fund and the Headwaters Trail Fund. Because future capital projects are anticipated in both the Headwaters Trail Fund and the Tinkers Creek Greenway Fund, it was agreed the remaining balances in those funds shall remain. State guidelines require the balances of such advances that are not returned should be converted to be classified as permanent transfers from the General fund. Upon a motion by Orashan and second by Ruehr, the motion was approved as **RESOLUTION 2022-48**.
- d. 2023 Initial Budget Appropriations: Upon a motion by Hrdy and second by Ruehr, the 2023 Initial Budget Appropriations were unanimously approved (**RESOLUTION 2022-45**) as noted earlier.
- e. Election of the 2023 Board Officers: Upon a motion by Ruehr and second by Hrdy, the following officers were unanimously elected for 2023 starting at the first meeting of the new year: Kurt Ruehr, President; Tom Hrdy, First Vice President; Allan Orashan, Second Vice President. See attached **RESOLUTION 2022-49**.
- f. 2023 Regular Board Meeting Dates: The Board discussed meeting on the second Monday of every month in 2023, with the exception of October 9th which is a holiday, therefore moving it to October 16th. Upon a motion by Ruehr and second by Hrdy, the action was approved unanimously. (JE 2022-12-12-41).

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9. Executive Session: Commissioner Ruehr motioned to enter into executive session to discuss personnel compensation and the sale or purchase of real estate. The motion was seconded by Commissioner Orashan. Upon a call of the roll the vote was as follows:

Commissioner Engelhart Yes

Commissioner Hrdy Yes

Commissioner Orashan Yes

Commissioner Ruehr Yes

The Board entered executive session at 7:21 pm. (JE 2022-12-12-42).

Commissioner Ruehr motioned to exit executive session, seconded by Hrdy. Upon a call of the roll, the vote was as follows:

Commissioner Engelhart Yes

Commissioner Hrdy Yes

Commissioner Ruehr Yes

Commissioner Orashan Yes

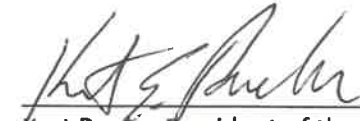
The Commissioners exited executive session at 8:30 pm (JE 2022-12-12-43).

10. New Business:

- g. Authorize Cost-Of-Living Adjustment for All Employees: In following the standard set by the County Commissioners, the Board approved a one-time adjustment of personnel wages to address economic inflation. Upon a motion by Ruehr and second by Orashan the attached **RESOLUTION 2022-50** was unanimously approved.

11. Adjourn: Upon a motion by Orashan and second by Hrdy, the meeting was unanimously adjourned at 8:37 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, January 9, 2023


Kurt Ruehr, President of the Board


Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT				
Month to Date and Year To Date Budget & Cash Balance Report for December 2022				
GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE December 1			\$ 2,916,064.15	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	December MTD ACTUAL	YTD Percentage Collected of Budget
160000 Gifts & Donations	55,020.00	55,020.00	45,020.00	100.0%
191000 HTRAN State Grant	7,995.00	7,995.00	0.00	100.0%
195000 Local Grant	4,976.00	4,976.00	0.00	100.0%
General Program Revenues subtotal	67,991.00	67,991.00	45,020.00	100.0%
200300 Real Estate Homestead Rollback (from State)	30,800.00	30,843.25	0.00	100.1%
200400 Manufactured Home Rollback	1,500.00	1,591.32	0.00	106.1%
221000 Real Estate Tax	1,761,523.00	1,761,595.64	0.00	100.0%
223000 Tangible Personal Property Tax	0.00	318.35	0.00	
224000 Manufactured Homes Property Tax	11,600.00	11,616.42	0.00	100.1%
230000 Interest	10,000.00	29,251.60	8,493.55	292.5%
241000 Oil & Gas Leases	10,000.00	24,735.19	707.61	247.4%
243000 Credit Card Incentives	1,300.00	1,375.00	1,375.00	105.8%
291000 Advance In	170,000.00	170,000.00	0.00	100.0%
General Operations Revenue	1,996,723.00	2,031,326.77	10,576.16	101.7%
SUBTOTAL REVENUES	2,064,714.00	2,099,317.77	55,596.16	101.7%
2021 Cash Carryover		1,925,042.14		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	2,064,714.00	4,024,359.91	2,971,660.31	194.9%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	December MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	566,683.00	481,301.69	39,832.80	84.9%
311300 PT Employee Salaries	118,800.00	74,720.21	5,104.69	62.9%
312100 Sick Leave Conversion	2,000.00	1,627.72	0.00	81.4%
313000 Overtime	5,000.00	488.50	0.00	9.8%
314000 Retirement	78,000.00	4,404.60	0.00	5.6%
321010 PERS	95,932.00	77,911.35	6,291.24	81.2%
321200 Medicare	9,936.00	7,920.05	635.78	79.7%
321300 Workers Compensation	11,649.00	9,563.13	763.93	82.1%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	259,000.00	116,488.22	7,865.40	45.0%
30 Personal Services Unit Total	1,157,000.00	774,425.47	60,493.84	66.9%
400000 Admin Contractual Services	53,000.00	10,036.99	442.04	18.9%
400100 Training, Lodging & Memberships	15,000.00	9,538.27	829.69	63.6%
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	20,656.34	1,641.53	68.9%
412000 Advertising, Marketing & Events	15,000.00	8,559.88	1,083.80	57.1%
413000 Maintenance & Repairs	45,000.00	24,819.02	3,310.93	55.2%
414100 Leases	2,500.00	2,371.50	0.00	94.9%
420100 Audit Services	5,000.00	2,345.10	2,345.10	46.9%
428400 Auditor/Treasurer Fee	25,000.00	24,170.93	0.00	96.7%
428500 DRETAC	10,000.00	4,598.48	0.00	46.0%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	278,900.00	107,096.51	9,653.09	38.4%
500000 Admin Materials & Supplies	16,500.00	10,860.17	501.65	65.8%
509000 Uniforms	8,500.00	8,377.74	1,336.80	98.6%
510000 Office Equipment & Furnishings	13,000.00	9,442.77	0.00	72.6%
530000 Maintenance Materials & Supplies	45,000.00	16,971.00	138.40	37.7%
542000 Fuel	20,000.00	16,473.69	1,545.23	82.4%
544000 Natural Areas Materials & Supplies	40,000.00	19,215.82	577.68	48.0%
596300 Equipment Less than \$5000	10,000.00	5,095.21	0.00	51.0%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	163,000.00	86,436.40	4,099.76	53.0%
610000 Land/Easement Purchase	419,560.00	0.00	0.00	0.0%
610000 Land/Easement Purchase-Bird Bog	55,440.00	50,438.17	0.00	91.0%
680000 Construction Projects	126,000.00	0.00	0.00	0.0%
680000 Construction Projects DXPAV	250,000.00	23,537.50	0.00	9.4%
680000 Construction Projects TLTRL	134,000.00	0.00	0.00	0.0%
680000 Construction Projects TWBLD	400,000.00	0.00	0.00	0.0%
683000 Engineering Projects	35,580.00	16,557.44	0.00	46.5%
683000 Engineering Projects DXPAV	20,000.00	11,900.00	0.00	59.5%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	30,000.00	1,008.00	0.00	3.4%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	11,000.00	3,000.00	0.00	27.3%
683000 Engineering Projects - TWBLD-Towners Woods Buildings	44,800.00	0.00	0.00	0.0%
683000 Engineering Projects - TWBRD Brady Tower	34,000.00	12,600.00	0.00	37.1%
60 Capital Outlay Unit Total	1,560,380.00	119,041.11	0.00	7.6%
910000 Transfer Out	20,000.00	20,000.00	0.00	100.0%
946720 Tax Levy Assessment	20,000.00	19,946.80	0.00	99.7%
90 Miscellaneous Expenses Unit Total	40,000.00	39,946.80	0.00	99.9%
GRAND TOTAL EXPENDITURES & OTHER USES	3,199,280.00	1,126,946.29	74,246.69	35.2%
ENDING AUDITOR'S CASH BALANCE December 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance December 1st + MTD revenues - MTD expenses)			\$ 2,897,413.62	

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 60,493.84
Unit 40 Contract Services		\$ 9,653.09
Contract Services: MARCS, LEADS, copier, insurance, Adobe, BIB BG check	Ohio State Highway Patrol (Leads), Konica Minolta, E.H. Sutton Insurance	\$ 442.04
Training and Membership: new chiefs training, wildlife conference	US Bank	\$ 829.69
Utilities: Natural gas at 2 locations, electric at 6 locations, internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,641.53
Advertising-Marketing: legal ads; Meta (Facebook)	US Bank	\$ 1,083.80
Maintenance & Repairs: tube heater repair Ops Center; vehicle maintenance	US Bank	\$ 3,310.93
Audit Services: State and independent auditor fees.	Auditor of State, Perry & Assoc.	\$ 2,345.10
Unit 50 Materials & Supplies		\$ 4,099.76
Admin. Materials & Supplies: postage, patches, misc supplies	US Bank, Andrea Metzler	\$ 501.65
Uniforms: Clothing; boots	US Bank, Emmet Roberts	\$ 1,336.80
Maintenance Materials & Supplies: stabilizer, paint	US Bank	\$ 138.40
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,545.23
Natural Areas Materials & Supplies: hardware; glyphosphate	US Bank	\$ 577.68
Unit 60 Capital		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 74,246.69

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8600	Portage Park District							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
70 Culture & Recreation								
86009091 Park General Admin PR								
86009091 152000	Contract Services							
-1,000.00	0.00	0.00	0.00	0.00	0.00	.0%		
86009091 153000	Fees							
-100.00	0.00	0.00	0.00	0.00	0.00	.0%		
86009091 160000	Gifts And Donations							
0.00	-55,020.00	-55,020.00	-45,020.00	0.00	0.00	100.0%		
2022/12/001952	12/14/2022 CRP	-45,020.00	REF 403933	Portage Park Distric PPDF - Dix Park shelter constr				
86009091 191000 HTRAN	State Grant							
0.00	-7,995.00	-7,995.00	0.00	0.00	0.00	100.0%		
86009091 192400	State Aid/Subsidy							
-85,000.00	0.00	0.00	0.00	0.00	0.00	.0%		
86009091 195000	Local Grant							
0.00	-4,976.00	-4,976.00	0.00	0.00	0.00	100.0%		
86009092 Park General Admin OR								
86009092 200300	Real Estate Homestead Rollback							
-37,000.00	-30,800.00	-30,843.25	0.00	0.00	43.25	100.1%		
86009092 200400	Manufactured H Homestead Rollb							
-18,000.00	-1,500.00	-1,591.32	0.00	0.00	91.32	106.1%		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS	FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	ORIGINAL	APPROP REVISED BUDGET					
86009092 221000		Real Estate Tax					
	-1,710,303.00	-1,761,523.00	-1,761,595.64	0.00	0.00	72.64	100.0%
86009092 223000		Tangible Personal Property Tax					
	0.00	0.00	-318.35	0.00	0.00	318.35	100.0%
86009092 224000		Manufactured Homes Tax					
	-12,000.00	-11,600.00	-11,616.42	0.00	0.00	16.42	100.1%
86009092 230000		Interest					
	-10,000.00	-10,000.00	-29,251.60	-8,493.55	0.00	19,251.60	292.5%
2022/12/003772	12/30/2022	GEN	-4,185.17	REF Dec			
2022/12/000849	12/09/2022	GEN	-4,308.38	REF Nov			
86009092 241000		Oil Leases					
	-10,000.00	-10,000.00	-24,735.19	-707.61	0.00	14,735.19	247.4%
2022/12/000675	12/01/2022	CRP	-489.00	REF 403219	Beck Oil & Gas	Andes 1-3	
2022/12/003756	12/29/2022	CRP	-218.61	REF 404609	PETROX, Inc.	Sales period ending 09/22	
86009092 243000		Credit Card Incentives					
	-1,000.00	-1,300.00	-1,375.00	-1,375.00	0.00	75.00	105.8%
2022/12/002383	12/22/2022	GEN	-1,375.00	REF Card			
86009092 291000		Advance In Repayment					
	0.00	-170,000.00	-170,000.00	0.00	0.00	0.00	100.0%
86009093 Park General Admin PS							
86009093 311200		Employee Full Time Salaries					
	566,683.00	566,683.00	481,301.69	39,832.80	0.00	85,381.31	84.9%
2022/12/000428	12/09/2022	PRJ	18,554.40	REF 120922	WARRANT=120922	RUN=4 PAYROLL	
2022/12/002394	12/23/2022	PRJ	21,278.40	REF 122322	WARRANT=122322	RUN=4 PAYROLL	
86009093 311300		Part Time/Seasonal Salaries					
	118,800.00	118,800.00	74,720.21	5,104.69	0.00	44,079.79	62.9%
2022/12/000428	12/09/2022	PRJ	2,588.94	REF 120922	WARRANT=120922	RUN=4 PAYROLL	
2022/12/002394	12/23/2022	PRJ	2,515.75	REF 122322	WARRANT=122322	RUN=4 PAYROLL	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009093 312100	Sick Leave Conversion	0.00	2,000.00	1,627.72	0.00	0.00	372.28	81.4%
86009093 313000	Employee Overtime	5,000.00	5,000.00	488.50	0.00	0.00	4,511.50	9.8%
86009093 314000	Retirement/Termination Payoff	80,000.00	78,000.00	4,404.60	0.00	0.00	73,595.40	5.6%
86009093 321010	PERS	95,932.00	95,932.00	77,911.35	6,291.24	0.00	18,020.65	81.2%
2022/12/000428	12/09/2022 PRJ		2,960.06	REF 120922		WARRANT=120922	RUN=4 PAYROLL	
2022/12/002394	12/23/2022 PRJ		3,331.18	REF 122322		WARRANT=122322	RUN=4 PAYROLL	
86009093 321200	Medicare	9,936.00	9,936.00	7,920.05	635.78	0.00	2,015.95	79.7%
2022/12/000428	12/09/2022 PRJ		298.67	REF 120922		WARRANT=120922	RUN=4 PAYROLL	
2022/12/002394	12/23/2022 PRJ		337.11	REF 122322		WARRANT=122322	RUN=4 PAYROLL	
86009093 321300	Workers Compensation	11,649.00	11,649.00	9,563.13	763.93	0.00	2,085.87	82.1%
2022/12/000428	12/09/2022 PRJ		359.43	REF 120922		WARRANT=120922	RUN=4 PAYROLL	
2022/12/002394	12/23/2022 PRJ		404.50	REF 122322		WARRANT=122322	RUN=4 PAYROLL	
86009093 321400	Unemployment	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
86009093 321500	Health Benefits	259,000.00	259,000.00	116,488.22	7,865.40	0.00	142,511.78	45.0%
2022/12/000428	12/09/2022 PRJ		3,932.70	REF 120922		WARRANT=120922	RUN=4 PAYROLL	
2022/12/002394	12/23/2022 PRJ		3,932.70	REF 122322		WARRANT=122322	RUN=4 PAYROLL	
86009094 Park General Admin CS								
86009094 400000	Contractual Services	50,000.00	53,000.00	10,036.99	442.04	10,000.00	32,963.01	37.8%
2022/12/001988	12/12/2022 API		105.00	VND 002615 PO 119777	OHIO STATE HIGH	**Monthly MDT Fees ending 11/2	517839	
2022/12/001988	12/12/2022 API		126.00	VND 002890 PO 121807	EDWARD H SUTTON	**Renewal on policy #325536742	517811	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8600		Portage Park District															
ORIGINAL APPROP		REVISED BUDGET		YTD ACTUAL		MTD ACTUAL		ENCUMBRANCES		AVAILABLE BUDGET		% USED					
Contractual Services																	
2022/12/000094	12/01/2022	API	73.51	VND	004261	PO	125932	PO CO TREASURER	**35-073-00-00-011-000							516807	
2022/12/001150	12/05/2022	API	110.00	VND	001310	PO	20220346	KONICA MINOLTA	**CONTRACT 800751							517221	
2022/12/001150	12/05/2022	API	27.53	VND	001310	PO	20220346	KONICA MINOLTA	**PAYER ID 1316072							517221	
86009094	400100	Training & Membership		15,000.00	15,000.00		9,538.27		829.69		0.00	5,461.73	63.6%				
2022/12/001150	12/05/2022	API	829.69	VND	002485	PO	119774	US BANK	**5592 8400 0101 0984				517303				
86009094	410000	Utilities		30,000.00	30,000.00		20,656.34		1,641.53		0.00	9,343.66	68.9%				
2022/12/000094	12/01/2022	API	120.64	VND	002844	PO	119781	DOMINION ENERGY	**4 1800 1191 8407				516784				
2022/12/000094	12/01/2022	API	54.13	VND	002844	PO	119781	DOMINION ENERGY	**4 4213 0033 0943				516785				
2022/12/001988	12/12/2022	API	102.31	VND	002875	PO	119784	OHIO EDISON	**ACCT 110 149 150 416				517837				
2022/12/001988	12/12/2022	API	74.84	VND	002875	PO	119784	OHIO EDISON	**ACCT 110 134 809 943				517837				
2022/12/001988	12/12/2022	API	251.19	VND	002875	PO	119784	OHIO EDISON	**ACCT 110 139 062 985				517837				
2022/12/001988	12/12/2022	API	78.63	VND	002875	PO	119784	OHIO EDISON	**ACCT 110 009 660 868				517837				
2022/12/001988	12/12/2022	API	80.91	VND	002875	PO	119784	OHIO EDISON	**ACCT 110 122 697 896				517837				
2022/12/001988	12/12/2022	API	90.62	VND	002875	PO	119784	OHIO EDISON	**ACCT 110 009 208 841				517837				
2022/12/001150	12/05/2022	API	788.26	VND	002485	PO	120723	US BANK	**5592 8400 0101 0984				517303				
86009094	412000	Advertising, Marketing, Events		15,000.00	15,000.00		8,559.88		1,083.80		0.00	6,440.12	57.1%				
2022/12/001150	12/05/2022	API	1,083.80	VND	002485	PO	119775	US BANK	**5592 8400 0101 0984				517303				
86009094	413000	Maintenance & Repairs		45,000.00	45,000.00		24,819.02		3,310.93		0.00	20,180.98	55.2%				
2022/12/001150	12/05/2022	API	1,935.93	VND	002485	PO	119776	US BANK	**5592 8400 0101 0984				517303				
2022/12/002383	12/22/2022	GEN	1,375.00	REF	Card												
86009094	414000	Rentals & Leases		1,000.00	0.00		0.00		0.00		0.00	0.00	.0%				
86009094	414100	Leases		1,500.00	2,500.00		2,371.50		0.00		0.00	128.50	94.9%				

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009094 420100	Audit Services	5,000.00	5,000.00	2,345.10	2,345.10	0.00	2,654.90	46.9%
2022/12/001150	12/05/2022 API		2,300.00	VND 031595 PO 123583	PERRY & ASSOCIA	**PROJECT NUMBER 25A75PORT-FI2		517250
2022/12/001988	12/12/2022 API		45.10	VND 002742 PO 126353	AUDITOR OF STAT	**IPA AUP - 25A75PORT-FI221		517788
86009094 428400	Auditor/Treasurer Fee Expense	25,000.00	25,000.00	24,170.93	0.00	0.00	829.07	96.7%
86009094 428500	DRETAC	10,000.00	10,000.00	4,598.48	0.00	0.00	5,401.52	46.0%
86009094 492100	Local Share	78,400.00	78,400.00	0.00	0.00	0.00	78,400.00	.0%
86009095 Park General Admin MS								
86009095 500000	Admin Materials & Supplies	15,000.00	16,500.00	10,860.17	501.65	0.00	5,639.83	65.8%
2022/12/001150	12/05/2022 API		477.00	VND 002485 PO 119767	US BANK	**5592 8400 0101 0984		517303
2022/12/000094	12/01/2022 API		24.65	VND 042836 PO 126036	METZLER ANDREA	**Metzler event REIMBURSEMENT		516802
86009095 509000	Uniforms	8,000.00	8,500.00	8,377.74	1,336.80	0.00	122.26	98.6%
2022/12/001150	12/05/2022 API		1,266.81	VND 002485 PO 119768	US BANK	**5592 8400 0101 0984		517303
2022/12/001150	12/05/2022 API		69.99	VND 049038 PO 126130	ROBERTS EMMET A	**REIMBURSEMENT - BOOTS -Park		517270
86009095 510000	Office Equipment & Furnishings	10,000.00	13,000.00	9,442.77	0.00	2,213.00	1,344.23	89.7%
86009095 530000	Maintenance Materials/Supp	50,000.00	45,000.00	16,971.00	138.40	0.00	28,029.00	37.7%
2022/12/001150	12/05/2022 API		138.40	VND 002485 PO 119766	US BANK	**5592 8400 0101 0984		517303
86009095 542000	Fuel	20,000.00	20,000.00	16,473.69	1,545.23	0.00	3,526.31	82.4%
2022/12/001988	12/12/2022 API		1,324.18	VND 004271 PO 119806	RAVENNA CITY	**FUEL PORTAGE PARK DISTRICT N		517851
2022/12/001988	12/12/2022 API		221.05	VND 004271 PO 119806	RAVENNA CITY	**FUEL PORTAGE PARK DISTRICT,		517851

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009095 544000	Natural Area Materials & Supp	40,000.00	40,000.00	19,215.82	577.68	0.00	20,784.18	48.0%
2022/12/001150	12/05/2022 API		577.68 VND 002485 PO 119770	US BANK	**5592 8400 0101 0984			517303
86009095 596300	Equipment Less Than \$5000	10,000.00	10,000.00	5,095.21	0.00	0.00	4,904.79	51.0%
86009095 596600	Furniture & Fixtures	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
86009096 Park General Admin CO								
86009096 610000	Land/Easement Purchase	500,000.00	419,560.00	0.00	0.00	0.00	419,560.00	.0%
86009096 610000 BRDBG	Land Purchase	0.00	55,440.00	50,438.17	0.00	2,501.83	2,500.00	95.5%
86009096 680000	Construction Projects	200,000.00	126,000.00	0.00	0.00	0.00	126,000.00	.0%
86009096 680000 DXPAV	Construction Projects	0.00	250,000.00	23,537.50	0.00	180,320.50	46,142.00	81.5%
86009096 680000 TLTRL	Construction Projects	0.00	134,000.00	0.00	0.00	103,500.00	30,500.00	77.2%
86009096 680000 TWBLD	Construction Projects	0.00	400,000.00	0.00	0.00	35,160.00	364,840.00	8.8%
86009096 683000	Engineering Projects	100,000.00	35,580.35	16,557.44	0.00	0.00	19,022.91	46.5%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86009096 683000 DXPAV	Engineering Projects 0.00 20,000.00	11,900.00	0.00	8,100.00	0.00	100.0%
86009096 683000 SRFDB	Engineering Projects 0.00 30,000.00	1,008.00	0.00	28,992.00	0.00	100.0%
86009096 683000 TLTRL	Engineering Projects 0.00 11,000.00	3,000.00	0.00	8,000.00	0.00	100.0%
86009096 683000 TWBLD	Engineering Projects 0.00 44,800.00	0.00	0.00	0.00	44,800.00	.0%
86009096 683000 TWBRD	Engineering Projects 0.00 34,000.00	12,600.00	0.00	20,970.00	430.00	98.7%
86009099 Park General Admin ME						
86009099 910000	Transfers out 0.00 20,000.00	20,000.00	0.00	0.00	0.00	100.0%
86009099 946720	Tax Levy Assessment 15,000.00 20,000.00	19,946.80	0.00	0.00	53.20	99.7%
TOTAL Portage Park District						
526,497.00	1,134,566.35	-972,371.48	18,650.53	399,757.33	1,707,180.50	-50.5%
TOTAL REVENUES						
-1,884,403.00	-2,064,714.00	-2,099,317.77	-55,596.16	0.00	34,603.77	
TOTAL EXPENSES						
2,410,900.00	3,199,280.35	1,126,946.29	74,246.69	399,757.33	1,672,576.73	
PRIOR FUND BALANCE			1,925,042.14			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES			972,371.48			
REVISED FUND BALANCE			2,897,413.62			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86059091 Headwaters Trails Impr PR								
86059091 160000	Gifts And Donations	0.00	0.00	-2,000.00	0.00	0.00	2,000.00	100.0%
86059091 191000	State Grant	0.00	-160,918.00	-160,918.69	0.00	0.00	0.69	100.0%
86059099 Headwaters Trails Impr ME								
86059099 921000	Advance Out Returns	0.00	170,000.00	170,000.00	0.00	0.00	0.00	100.0%
TOTAL Headwaters Trails Improve		0.00	9,082.00	7,081.31	0.00	0.00	2,000.69	78.0%
TOTAL REVENUES		0.00	-160,918.00	-162,918.69	0.00	0.00	2,000.69	
TOTAL EXPENSES		0.00	170,000.00	170,000.00	0.00	0.00	0.00	
PRIOR FUND BALANCE					36,732.97			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					-7,081.31			
REVISED FUND BALANCE					29,651.66			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8607 Breakneck Creek Watershed	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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70 Culture & Recreation

86079094 Breakneck Creek Water CS

86079094 400000	Contractual Services	0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL Breakneck Creek Watershed		0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL EXPENSES		0.00	11,973.00	0.00	0.00	0.00	11,973.00	
PRIOR FUND BALANCE					11,972.39			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					.00			
REVISED FUND BALANCE					11,972.39			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86169091 Tinkers Creek Greenway Fund PR								
86169091 191000	State Grant	0.00	-1,633.00	-1,208.70	0.00	0.00	-424.30	74.0%
86169091 191000 SRFDB	State Grant	0.00	-1,719,130.00	-1,162,199.87	0.00	0.00	-556,930.13	67.6%
86169092 Tinkers Creek Greenway Fund OR								
86169092 280000	Transfer In	0.00	-20,000.00	-20,000.00	0.00	0.00	0.00	100.0%
86169094 Tinkers Creek Greenway Fund CS								
86169094 400000 SRFDB	Contractual Services	0.00	36,750.00	0.00	0.00	0.00	36,750.00	.0%
86169096 Tinkers Creek Greenway Fund CO								
86169096 610000 SRFDB	Land Purchase	0.00	1,170,846.00	1,170,499.49	0.00	0.00	346.51	100.0%
86169096 680000 SRFDB	Construction Projects	0.00	531,534.00	0.00	0.00	0.00	531,534.00	.0%
86169099 Tinkers Creek Greenway Fund ME								
86169099 921000	Advance Out Returns	0.00	1,210.00	0.00	0.00	0.00	1,210.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
TOTAL Tinkers Creek Greenway Fund							
0.00	-423.00	-12,909.08	0.00	0.00	12,486.08	3051.8%	
TOTAL REVENUES							
0.00	-1,740,763.00	-1,183,408.57	0.00	0.00	-557,354.43		
TOTAL EXPENSES							
0.00	1,740,340.00	1,170,499.49	0.00	0.00	569,840.51		
PRIOR FUND BALANCE			575.32				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			12,909.08				
REVISED FUND BALANCE			13,484.40				

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

JOURNAL DETAIL 2022 12 TO 2022 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
526,497.00	1,155,198.35	-978,199.25	18,650.53	399,757.33	1,733,640.27	-50.1%

** END OF REPORT - Generated by Christine Craycroft **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	Year/Period: 2022/12
Sequence 2	2	N	N	Print revenue as credit: Y
Sequence 3	9	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YEAR-TO-DATE BUDGET REPORT				
				Carry forward code: 1
Print Full or Short description: F				Print journal detail: Y
Print MTD Version: Y				From Yr/Per: 2022/12
Print Revenues-Version headings: N				To Yr/Per: 2022/12
Format type: 1				Include budget entries: N
Print revenue budgets as zero: N				Incl encumb/liq entries: N
Include Fund Balance: Y				Sort by JE # or PO #: P
Include requisition amount: N				Detail format option: 1
Multiyear view: D				
Amounts/totals exceed 999 million dollars: N				

Find Criteria	
Field Name	Field value
Fund	86*
Function	
Agency	
Department	
Sub-Depart	
Line	
Column	
Category	
Character Code	
Org	
Object	
Project	
Account type	
Account status	
Rollup Code	

Auditor Treasurer Reconciliation Report

AS OF 12/01/2022				AS OF 12/31/2022					
FUND	TREASURER CASH BALANCE	-	OUTSTANDING WARRANTS	=	AUDITOR CASH BALANCE	+	OUTSTANDING WARRANTS	=	TREASURER CASH BALANCE
8600 Portage Park District	2,916,991.21		927.06		2,916,064.15				
	2,916,991.21		927.06		2,897,413.62		74.55		2,897,488.17
FUND 8600 TOTALS:	2,916,991.21		927.06		2,897,413.62		74.55		2,897,488.17
8601 PCPD Local Community	.00		.00		.00		.00		.00
FUND 8601 TOTALS:	.00		.00		.00		.00		.00
8603 PCPD Towners Woods Improvement	.00		.00		.00		.00		.00
FUND 8603 TOTALS:	.00		.00		.00		.00		.00
8604 Portage Hike & Bike Trail	.00		.00		.00		.00		.00
FUND 8604 TOTALS:	.00		.00		.00		.00		.00
8605 Headwaters Trails Improve	29,651.66		.00		29,651.66		.00		29,651.66
FUND 8605 TOTALS:	29,651.66		.00		29,651.66		.00		29,651.66
8606 Dix Park Improvements	.00		.00		.00		.00		.00
FUND 8606 TOTALS:	.00		.00		.00		.00		.00
8607 Breakneck Creek watershed	11,972.39		.00		11,972.39		.00		11,972.39
FUND 8607 TOTALS:	11,972.39		.00		11,972.39		.00		11,972.39
8608 PCPD Franklin Connect Trail	.00		.00		.00		.00		.00
FUND 8608 TOTALS:	.00		.00		.00		.00		.00
8609 PCPD FEMA	.00		.00		.00		.00		.00
FUND 8609 TOTALS:	.00		.00		.00		.00		.00
8610 Breakneck Creek watershed	.00		.00		.00		.00		.00
FUND 8610 TOTALS:	.00		.00		.00		.00		.00
8611 Berlin Lake Trail									

Auditor Treasurer Reconciliation Report

FUND	AS OF 12/01/2022			AS OF 12/31/2022		
	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE
	.00	.00	.00	.00	.00	.00
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.00
8612 Morgan Park	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
FUND 8612 TOTALS:	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.00
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.00
8614 Red Fox Boat Access Fund	.00	.00	.00	.00	.00	.00
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.00
8615 Kent Bog	.00	.00	.00	.00	.00	.00
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.00
8616 Tinkers Creek Greenway Fund	13,484.40	.00	13,484.40	13,484.40	.00	13,484.40
FUND 8616 TOTALS:	13,484.40	.00	13,484.40	13,484.40	.00	13,484.40
8617 Eagle Creek Greenway	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
FUND 8617 TOTALS:	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
REPORT TOTALS:	2,978,948.89	927.06	2,978,021.83	2,959,371.30	74.55	2,959,445.85

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 12/31/2022

FUND	12/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,916,064.15	-55,596.16	74,246.69	2,897,413.62	399,757.33	2,497,656.2
FUND 8600 TOTALS:	2,916,064.15	55,596.16	74,246.69	2,897,413.62	399,757.33	2,497,656.2
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	29,651.66	.00	.00	29,651.66	.00	29,651.6
FUND 8605 TOTALS:	29,651.66	.00	.00	29,651.66	.00	29,651.6
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek Wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek Wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 12/31/2022

FUND	12/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	13,484.40	.00	.00	13,484.40	.00	13,484.4
FUND 8616 TOTALS:	13,484.40	.00	.00	13,484.40	.00	13,484.4
8617 Eagle Creek Greenwa	5,325.96	.00	.00	5,325.96	.00	5,325.9
FUND 8617 TOTALS:	5,325.96	.00	.00	5,325.96	.00	5,325.9
REPORT TOTALS:	2,978,021.83	55,596.16	74,246.69	2,959,371.30	399,757.33	2,559,613.9

** END OF REPORT - Generated by Kate Church **

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Re: Executive Director's Staff Update and Meeting Materials
Board of Commissioners Regular Meeting
January 9, 2022 6:00 PM



Administration/Special Projects

Administration

1. Closed out Eagle Creek Greenway IA and IB Clean Ohio grants with final reimbursement expected into the Eagle Creek Greenway Fund of \$20,295..
2. Office Manager Seachrist is reviewing accounts, records management, inventories and policies and is working with staff to recommend amendments.
3. Continued pursuit of potential acquisitions for conservation and trail corridors.
4. Executive Director met with Seachrist, Chief Nietert and Prosecutor Chris Meduri to review and seek counsel on multiple issues, including legal agreements, acquisitions and regulations.
5. Staff planning and coordination on projects, programming, events and management needs for 2023.
6. Working on project development and a Clean Ohio Greenspace grant application for Crystal Lake Phase I with Natural Areas staff. Phase I consists of approximately 51.7 acres of land adjacent to and including a portion of Crystal Lake, a natural glacial lake with surrounding high-quality wetlands and uplands. Acquiring appraisals and title reports. Received letter of intent from The Nature Conservancy to donate their approximately 26-acre parcel towards the project. Finalizing draft purchase agreement with Willis Thomas Trust for approximately 25 acres. Seeking letters of support from Portage County Commissioners, Rootstown Township and City of Ravenna who is also a neighboring landowner. Received multiple mentions of the project in local press. Applications are due January 13, with decisions likely by February 22. There will be another grant round in November, 2023.
7. Working with NA Steward Lange, contract engineer Reineker and EnviroScience on Seasons Road Fen permitting with ODNR, USACE and EPA. Received 60% complete design drawings.
8. Received request from Portage County for a right-of-way easement across the frontage of 2241 Ravenna Road (residence parcel) as needed for their bridge replacement project. The project is planned to be bid in 2023 with construction in 2024.
9. Received inquiries from private companies looking for sites for solar energy farms.
10. Commissioner Hrdy was sworn in for another three year term by Judge Smith.

Park Operations, Maintenance, and Improvement

1. Maintenance/Operations
 - a. Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail maintenance and downed tree removal.
 - b. Continued weekly monitoring of Camp Spelman dam according to ODNR approved Operations Maintenance and Inspection manual.
2. Park Improvements

- a. Daily oversight of contractors and project management for Trail Lake Park, Dix Park, and Towner's Woods.
- b. Work at Dix Park and Trail Lake is suspended until Spring.
- c. Asbestos remediation of the house at Towner's Woods has been completed.
Restore/Habitat for Humanity tentatively scheduled to begin Jan 10. With final demolition to begin thereafter.

Public Engagement and Education

1. Holly Stoneberg, education program coordinator led her first hike on Dec. 21 and started full time on Jan. 3
2. Preparing 2023 calendar with events and programming dates
3. Preparing Messaging and Strategy for communications in all areas of the park district
4. Planning press calendar for 2023
5. Scheduling training sessions for volunteers, foundation and staff in first quarter of 2023
6. Holly and Becca led Portage County area Christmas Bird Count on Dec. 31

Natural Areas Stewardship

Stewardship and Restoration

1. Bird Family Bog- Site visit and evaluation of EnviroScience tree plantings, Curtis identified two populations of a state threatened moss species: *Dichelyma capillaceum*
2. Trail Lake and Shaw Woods- ongoing winter buckthorn control
3. Reorganizing GIS files for property inventory; creating base files for NAS resource inventories including rare plant locations, stewardship activity logs, habitat mapping for all parks

Projects/Planning

1. Seasons Road Fen monthly progress meeting
2. Crystal Lake- preparing materials for COH application; assisted Tim Morgan with timber appraisal and stand evaluation

Ranger Department for the month of December

Patrol Activities

1. Foot patrol miles – 61.7 + 43.58; Visitor Contacts – 58 + 64; Warnings – 2 (dog off-leash)
2. Kevin led Senior Hike on December 1st
3. Kevin participated in Solstice Hike at Trail Lake

Year End Totals: Foot patrol miles – 294.28 + 188.23; Bike patrol miles – 463.14 + 24; Visitor contacts – 871 + 308; Warnings – 8 + 2; Building checks - 54

Administrative Activities Chief Nietert

1. Followed up with JB Hunt Trucking regarding semi that pulled into Morgan Operations Center and backed out damaging the lawn
2. Attended Portage County Police Chiefs meeting
3. Completed report of broken window at Switch Tower
4. Completed Public Records Training
5. Completed Knowbe4 Spot the Phish Game

RESOLUTION # 2023-01

Re: Resolution approving Portage Park District expenditures for the month of December 2022

WHEREAS: The following expenditures have been made in the month of Dec. 2022 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 60,493.84
Unit 40 Contract Services		\$ 9,653.09
Contract Services: MARCS, LEADS, copier, insurance, Adobe, BIB BG check	Ohio State Highway Patrol (Leads), Konica Minolta, E.H. Sutton Insurance	\$ 442.04
Training and Membership: new chiefs training, wildlife conference	US Bank	\$ 829.69
Utilities: Natural gas at 2 locations, electric at 6 locations, internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,641.53
Advertising-Marketing: legal ads; Meta (Facebook)	US Bank	\$ 1,083.80
Maintenance & Repairs: tube heater repair Ops Center; vehicle maintenance	US Bank	\$ 3,310.93
Audit Services: State and independent auditor fees.	Auditor of State, Perry & Assoc.	\$ 2,345.10
Unit 50 Materials & Supplies		\$ 4,099.76
Admin. Materials & Supplies: postage, patches, misc supplies	US Bank, Andrea Metzler	\$ 501.65
Uniforms: Clothing; boots	US Bank, Emmet Roberts	\$ 1,336.80
Maintenance Materials & Supplies: stabilizer, paint	US Bank	\$ 138.40
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,545.23
Natural Areas Materials & Supplies: hardware; glyphosphate	US Bank	\$ 577.68
Unit 60 Capital		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 74,246.69

WHEREAS The Board of Park Commissioners authorizes expenses by Budgetary Unit per its budget appropriations resolutions, and

WHEREAS These specific expenditures have been approved by the Executive Director per the approved Park District annual budget and Park District bylaws, and all copies of invoices and receipts are available upon request. **NOW, THEREFORE BE IT**

RESOLVED that the Board of Commissioners of the Portage Park District hereby approves the above expenditures made in December 2022, and the attached Then and Now Certificate for expenditures made prior to the purchase order.

Upon a motion by **Hrdy** and second by **Engelhart**, the vote was as follows:

Allan Orashan: **Absent** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023.


Christine Craycroft, Executive Director

RESOLUTION #2023-02

Re: Accepting a Donation from the Portage Park District Foundation

WHEREAS The Portage Park District had requested and received notification of approval by the Portage County Probate Court to accept the pending donation to the Park District, per the Ohio Revised Code, 1545.11:

- \$45,020 from the Portage Park District Foundation to be used toward the construction of a shelter at Dix Park

WHEREAS Improvements to Dix Park are ongoing and would benefit from additional resources,
NOW, THEREFORE BE IT

RESOLVED The Board of Commissioners of the Portage Park District hereby approves the donation of \$45,020 from the Portage Park District Foundation to be used for the construction of a shelter at Dix Park, and requests that staff express gratitude to the Foundation on its behalf.

Upon a motion by **Engelhart** and second by **Hrdy**, the vote was as follows:

Allan Orashan: **Absent** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023



Christine Craycroft, Executive Director

RESOLUTION #2023-03

Re: Accepting a Pending Donation from the Estate of Dennis Babareka

WHEREAS The Portage Park District had requested and received notification of approval by the Portage County Probate Court to accept the pending donation to the Park District, per the Ohio Revised Code, 1545.11:

- \$50,000 pending from the Estate of Dennis Babareka to be used toward the operation of the Portage Park District

WHEREAS Park operations are ongoing and would benefit from additional resources, NOW, THEREFORE BE IT

RESOLVED The Board of Commissioners of the Portage Park District hereby approves the pending donation of \$50,000 from the Estate of Dennis Babareka, and requests that park staff express condolences and appreciation on behalf of the Park District to Mr. Babareka's family for his generosity and support.

Upon a motion by **Hrdy** and second by **Engelhart**, the vote was as follows:

Allan Orashan: **Absent**

Tom Hrdy: **Yes**

Charles Engelhart: **Yes**

Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023



Christine Craycroft, Executive Director

RESOLUTION# 2023-04

Re: Authorizing Real Property Conveyance Agreement with Portage County for Towner's Woods

- WHEREAS** Portage Park District currently leases approximately 170.47 acres of land in Franklin Township from the Portage County Commissioners which comprises a portion of Towner's Woods Park, and
- WHEREAS** Portage Park District has acquired additional parcels to expand Towner's Woods and has been managing and improving the park for over 25 years, and
- WHEREAS** the Portage Park District Board of Commissioners desires to continue to manage the property and plans significant park improvements in the future and therefore the Board desires to own rather than lease the property, and
- WHEREAS** the Portage County Board of Commissioners have indicated a willingness to transfer ownership of the property to the Park District and has requested the Portage County Prosecutor to develop a Real Property Conveyance Agreement, NOW, THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of the Portage Park District:

The Executive Director is hereby authorized to enter into the attached Real Property Conveyance Agreement on behalf of the Portage Park District with the Board of Portage County Commissioners for the acquisition of title to parcel number 12-054-00-00-001-000, the portion of Towner's Woods Park currently owned by Portage County.

Upon a motion by **Engelhart** and second by **Hrdy**, the vote was as follows:

Allan Orashan: **Absent** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023


Christine Craycroft, Executive Director

RESOLUTION# 2023-05

Re: Authorizing Real Property Conveyance Agreement with Portage County for Franklin Connector Trail

- WHEREAS Portage Park District currently leases approximately 43.57 acres of land in four parcels in Franklin Township from the Portage County Commissioners which has been developed and managed by the Park District as the Franklin Connector Trail, and
- WHEREAS the Portage Park District Board of Commissioners desires to continue to manage the property and plans significant trail improvements in the future and therefore the Board desires to own rather than lease the property, and
- WHEREAS the Portage County Board of Commissioners have indicated a willingness to transfer ownership of the property to the Park District and has requested the Portage County Prosecutor to develop a Real Property Conveyance Agreement, NOW, THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of the Portage Park District:

The Executive Director is hereby authorized to enter into a Real Property Conveyance Agreement on behalf of the Portage Park District with the Board of Portage County Commissioners for the acquisition of title to parcels numbered 13-064-00-00-019-004 ,12-064-00-00-019-003, 12-062-00-00-006-001, 12-061-00-00-010-001 also known as the Franklin Connector Trail property.

Upon a motion by **Hrdy** and second by **Engelhart**, the vote was as follows:

Allan Orashan: **Absent** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023


Christine Craycroft, Executive Director

RESOLUTION# 2023-06

Re: Granting right of way easement to Portage County for Ravenna Road Bridge work.

- WHEREAS Portage Park District owns property at 2241 Ravenna Road as part of Towner's Woods Park, and
- WHEREAS Portage County has developed plans for the replacement of the Ravenna Road bridge over Norfolk Southern railroad adjacent to Towner's Woods Park, and
- WHEREAS Right-of-way plans associated with construction require the County to secure easements for construction on properties affected by the construction, and
- WHEREAS Portage County has requested a right-of-way easement from the Portage Park District, as depicted in the attached exhibit, NOW, THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of the Portage Park District:

The Executive Director is hereby authorized to enter into a Right-of-Way Easement Agreement on behalf of the Portage Park District with the Board of Portage County Commissioners for granting a construction and access easement for the Ravenna Road bridge replacement project.

Upon a motion by **Hrdy** and second by **Engelhart**, the vote was as follows:

Allan Orashan: **Absent** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023


Christine Craycroft, Executive Director

RESOLUTION #2023-07

Re: Approving amendment to pay scale for the position of Office Manager

WHEREAS: The job description and pay range for the position of Office Manager (pay range \$18.00-\$30.00) and was last updated in September 2021, and

WHEREAS: The current staffing plan includes one Office Manager, and

WHEREAS: All staff received 5% pay increases in December 2022 due to economic inflation, and

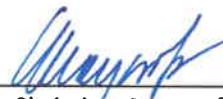
WHEREAS: The Executive Director has determined the pay scale for the Office Manager needs to be increased to facilitate payment of the December 2022 pay increase and for future anticipated pay increases, NOW THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby approves the changes in the pay range for the Office Manager position to \$19.00-\$34.00, effective immediately.

Upon a motion by **Hrdy** and second by **Engelhart**, the vote was as follows:

Allan Orashan: **Absent** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on January 9, 2023



Christine Craycroft, Executive Director